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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OVERT PROCEDURES
Meeting Held 23 May 1949
At 1100, Room 227, Administration Building

Present: John Warner

- General Counsel
- Budget Office
- Management Office
- Services Office
- Personnel Office
- Inspection and Security
- Management Office
- Chairman
- Recorder

1. The minutes were accepted.

2. The draft of recommendations on an issuance system was discussed.
The following changes were incorporated:

a. Paragraph 1a - Add: "A standardized three-ring binder be used by persons who hold only particular sections of the manual."

b. Paragraph 1i - Add: "The transmittal sheet will include a typed signature of the issuing official."

c. Paragraph 1j - Change second sentence (Underlining denotes word changed.): "The separate manual issuances will not carry the signature of the approving official."

(Note: Mr. [] I&S, dissented from the action of the Committee expressing a conviction that an authorizing signature should appear on each page.)

d. Paragraph 2b - Change first sentence (Underlining denotes the word changed.): "The major tab-dividers be clear."

3. Committee discussion resulted in the following additions to the recommendations:

a. No coordination of the recommendations has been undertaken other than within those offices having representation on the Committee.

b. The manual will be distributed to and maintained by all officials holding the title of Division Chief and above. Exceptions to this distribution pattern will be made at the request of the separate offices.

4. The Committee authorized its Chairman to incorporate the above suggestions into a final draft, to sign and to submit the recommendations to the Executive.

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27 May 1949